ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2007/07/06: CIA-RDP85B00552R000100030012-0

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82-	-2667	,

9 NOV 1982

	I I I ()	Director, Intelligence Communication Deputy Director for Intellige Deputy Director for Operation Deputy Director for Science Chairman, National Intellige General Counsel Inspector General Director, Office of External Comptroller Director of Personnel Director, Equal Employment (Executive Secretary Administrative Officer, DCI	gence ons and Technology ence Council	1-2	. U
	FROM:	Harry E. Fitzwater Deputy Director for Administ	tration		
	SUBJECT:	Annual Circulation of Handbo	ook of Require	d Regulatory	STAT
	as of 5 October 1 the Agency. Each statutes, Executing thereby co	dbook of Required Regulator, 982 has been circulated to a year this handbook is update orders, Government direction taining information with which carrying out their duties	all components ted to conform tives, and cur hich all Agenc	rent Agency y employees	STAT .•
	(Appendix A) and were added to thi for the President importance that t intelligence acti Executive Orders	tion, pertinent excerpts of the full text of Executive (s year's readings at the su 's Intelligence Oversight B the President has placed on vities, Headquarters Regula 12333 and 12334 was also re as required reading for all	Order 12334 (Aggestion of the court of the court of the court of the commended by the commended by the court of the court	ppendix B) e Counsel he great sight of implements he Intelligence	STAT
	initial a routing	ingly, please ensure that su employees under their super sheet attached by their su terial in the handbook.	vision; furthe	r that employees	STAT
		•	Harry E. Fitzwater		, DX
RCD/OIS		bjw (4 Nov 82)	Harry E. Fit:	water	STAT
Distrib Origi	ution: nal - D/ICS 1 - Each other a	addressee			

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2 - RCD

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MEMORANDUM FOR: Director of Communications

Director of Data Processing

Director of Finance

Director of Information Services

Director of Logistics

Director of Medical Services

Director of Security

Director of Training and Education

FROM:

Harry E. Fitzwater

Deputy Director for Administration

SUBJECT:

Annual Circulation of Handbook of Required Regulatory

Readings

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- 1. The Handbook of Required Regulatory Readings revised as of 5 October 1982 has been circulated to all components throughout the Agency. Each year this handbook is updated to conform to new Federal statutes, Executive orders, Government directives, and current Agency policy thereby containing information with which all Agency employees must be familiar in carrying out their duties and responsibilities.
- 2. In addition, pertinent excerpts of Executive Order 12333 (Appendix A) and the full text of Executive Order 12334 (Appendix B) were added to this year's readings at the suggestion of the Counsel for the President's Intelligence Oversight Board. Given the great importance that the President has placed on effective oversight of intelligence activities, Headquarters Regulation which implements Executive Orders 12333 and 12334 was also recommended by the Intelligence Oversight Board as required reading for all Agency employees.

Accordingly, please ensure that supervisors circulate the handbook to all employees under their supervision; further that employees initial a routing sheet attached by their supervisor to indicate they have read the material in the handbook.

Harry E. Filzwater

Harry E. Fitzwater

cc: Executive Officer, DDA

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MEMORANDUM FOR: DDA -ADDA

As far as I know, this is the first time in the history of the Agency that the DDA is advising other Agency components of their responsibility to circulate the Handbook of Required Regulatory Readings to all individuals in their components. For what it is worth, during my lengthy time in the DO, both at Headquarters and abroad, we never had to be reminded by anyone of our responsibilities. I guess my point is I don't agree with sending out the attached memoranda and if we do it this year, then we will do it forevermore.

NO: 1952

5 Nov 82

FORM 101 USE PREVIOUS

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*	R	OUTIN	G AND	RECOR	D SHEET
SUBJECT	T: (Optional) Annual Circi Readings	ılation	of Hand	book of	Required Regulatory
FROM:				EXTENSION	NO. OIS 82-908
'	Director of Information 1206 Ames	n Servic	es		5 November 1982
TO: (O	O: (Officer designation, room number, and DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line ocross column after each comment.)	
		RECEIVED	PORWARDED	ITTIIACS	to whom. Draw a line octor colonic over each community
1.	EO/DDA	5 1982			
2.					Attached is a memorandum to Agency component heads advising them of the required
3.	ADDA		g NOV	>	regulatory readings which have now been circulated as The memorandum explains the
4.					updated information contained in the handbook and the rationale for the change. Also attached
5.	DDA	9 NOV	1984	7	is a similar memorandum to be circulated to the DDA Office Directors if you so choose.
6.					in RCD prepared these memoranda which I think
7.					will satisfy your desire to formally notify senior manage- ment officials in the Agency
8.					of the annual required readings. Let me know if we can be of further service in this matter.
9.					
10.					
11.					Atts
12.					
13.					
14.					
15.					

FORM 610 USE PREVIOUS EDITIONS